APR 1 1954

MRMCRANDUM FOR: Assistant Director for Personnel

SUBJECT:

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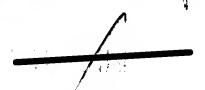
Administration of Travel and Transportation

REFERENCE:

- A. Memorandum to Chief, Regulations Control Staff from Deputy Assistant Director for Personnel, subject: "Transfer of Authority for Arranging the Transportation of Personnel to the Office of Personnel," dated 11 February 1954
- B. Comments submitted to Chief, Regulations Control
 Staff by Deputy Assistant Director for Personnel
 on Draft Regulation Transportation Policy.

1. In Reference & the DAD/P calls attention to the need for revis25×1 ing Regulations to more correctly reflect the responsibilities, authorities and functions of the Logistics Office/DDA and the Office of Personnel with respect to Agency travel and transportation. With this suggestion I am in complete agreement. I have received the impression, however, from the views expressed in both Reference A and B that some confusion or misunderstanding exists concerning the proper method of delineating between the travel and transportation responsibilities and authorities of the Logistics Office, and the functional exercise of some of these responsibilities by the Central Processing Branch of the Fersonnel Office.

- 2. It is my view that the DD/A has primary responsibility and authority for the meral administration and supervision of all agency travel and transportation, including primary responsibility for developing and recommending all travel and transportation policies, and for ensuring that approved policies are properly administered. In order to accomplish this, adequate regulations and procedures must be developed; appropriate delegations of authority and assignments of responsibilities must be made; and essential supporting services must be furnished.
- 3. With reference to the above, I view the Central Processing Branch of the Personnel Office as a composite service facility operating under the general supervision of the AD/P. As such it performs personnel, comptroller, medical and logistics functions at a central point for reasons of convenience and efficiency in the processing of personnel going to and returning from overseas duty. Accordingly, to the extent that the Overseas Processing Branch exercises travel authority in performing travel functions and services, it must do so under the technical supervision and direction of the Logistics Office, and under authorities delegated to it by the Chief of Logistics or by Agency regulation.



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	I suggest the following revisions in these regulations:
25X1	a. Delete the body of paragraph 13.e. and substitute the following:
	"Assume responsibility for the general administration and supervision of the travel of CIA personnel and the transportation of CIA property."
25X1	b. Delete the body of paragraph 2.f. 11) and substitute the following:
	"Operation of a central processing service for the support of all personnel performing official travel. In the performance of this function and in the exercise of responsibilities and authorities otherwise assigned to and vested in other agency components and staffs, the central processing service shall be under the technical direction and supervision of such components or staffs."
25X1 25X1	S. Unless you have other suggestions or views, it is suggested that Regulations be revised accordingly and that subsidiary regulations such as Regulation be similarly made to reflect these relationships. Your comments are requested.
	Acting Deputy Director
	(Administration)

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no further coordination appears necessary. For the same reason, there appears to be no hurry for revising these Regulations until there is some future need to do so.

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ROUTING	AND	RECORD	SHEET

INSTRUCTIONS.—Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

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Deputy Assistant Director for Personnel					8 April 1954
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